



Community Development Department  
 801 228th Avenue SE  
 Sammamish, WA 98075-9509  
 Phone: 425-295-0500  
 Fax: 425-295-0600  
 City Hall Hours: 8:30am-5:00pm  
 Permit Center: 8:30am-4:00pm  
 Web: [www.sammamish.us](http://www.sammamish.us)  
[www.mybuildingpermit.com](http://www.mybuildingpermit.com)

## LAND USE APPLICATION

## SMC CHAPTER 21A.95

### Commercial Site Development Permit

The Commercial Site Development Permit, a Type 2 land use decision, establishes a comprehensive site review process subject to the review and approval of the Director of Community Development. The permit is required prior to the issuance of a building permit for all apartments, townhouses, commercial, office and institutional projects.

It is also required for an expansion or a change in use to any projects listed above provided that such expansion/change would require further drainage review, increase the number of dwelling units or amount of impervious surfaces, change the number of ingress or egress points from the site and/or impact environmentally critical areas and/or buffers or the shoreline. The commercial site development permit is separate from and does not replace other required land use permits but may be combined and reviewed concurrently with other such permits. There is a public comment period but no public hearing, unless project is appealed.

*Please complete the Submittal Items Table below & over.*

SUBMITTAL ITEMS			
Please mark each box with an "X"			
	Base Land Use Application		Critical Area Affidavit
	Pre-Application Conference Notes <sup>1</sup>		Critical Area Study <sup>5</sup> (FWHCA, wetland & Stream) x 4 copies (If applicable)
	Digital copy of all documents		Geotechnical Report <sup>6</sup> x 4 copies (If applicable)
	Acceptance of Financial Responsibility /Affidavit of Applicant Status		SEPA Environmental Checklist <sup>5</sup> x 4 copies
	Project Description		Development Plan Set – 7 copies per submittal instructions & electronic PDF <sup>6</sup>
	Criterion Compliance Document		Final Plat Drawings (6 copies & electronic PDF
	Street Variation Request (if proposed)		Legal Description
	Director's Modification Request (if proposed)		Technical Information Report <sup>2</sup> & <sup>6</sup> x 4 copies
	Traffic Concurrency Certificate		Traffic Impact Analysis Report, if applicable <sup>6</sup> x 4 copies
SUBMITTAL ITEMS			

## Please mark each box with an "X"

	Water & Sewer Certificates or Septic System Approval <sup>3</sup> x 2 copies		Stormwater Pollution Prevention Control Plan (SWPPP) (3 copies & electronic PDF)
	King County Health Department Septic Approval <sup>2</sup> (if required)		
	ESF&R Plan Review Sheet		Counter Service Intake Free Type 2: \$244.00
	Title Report (< 30 days old include supplemental document)		Preliminary Review Deposit: \$6,710.00
	Stormwater Facility Information Form		Legal Notice Posting: \$190.40
	Mailing List, Map & Labels <sup>4</sup> <ul style="list-style-type: none"> <li>One list &amp; map of property owners within 1,000 feet of subject property line <i>2000 feet for properties within EHNSWB overlay</i></li> <li>Four sets of mailing labels</li> </ul>		Publication/Mailing: \$260.00
			Critical Areas Review: \$854.00

<sup>1</sup> When required as instructed in pre-application meeting.

<sup>2</sup> If property(s) on septic.

<sup>3</sup> Upon request only.

<sup>4</sup> As identified by KC Tax Assessor records. The 1,000 foot area shall be expanded as necessary to include at least 20 different property owners.

<sup>5</sup> As established by a qualified professional pursuant to RCW 90.58 and WAC 173-22-030(11).

<sup>6</sup> If applicable - Engineering plans and reports must have a wet stamp and signature by a professional engineer licensed in the state of Washington.

The listed fees are initial deposit amounts based on hourly rate. If the initial deposits have been exhausted before the project is completed an additional deposit will be required in the amount estimate by the Community Development Department round to the nearest 10 hour increment.